



DEAN C. LOGAN
Registrar-Recorder/County Clerk



Los Angeles County Registrar-Recorder/County Clerk

October 18, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

24 October 18, 2016

LORI GLASGOW
EXECUTIVE OFFICER

**APPROVE AMENDMENT NUMBER EIGHT TO INCREASE CONTRACT SUM
ON CONTRACT NUMBER 77073 WITH KOFILTE TECHNOLOGIES, INC. FOR
RESTORATION AND REPAIR OF COUNTY RECORDS INDEX BOOKS
(ALL DISTRICTS) (3-VOTES)**

SUBJECT

The Registrar-Recorder/County Clerk (RR/CC) requests approval to increase the Contract Sum by \$200,000 with Kofilte Technologies, Inc. (Kofilte) for additional restoration and repair services to services to the County of Los Angeles Vital Records Index Books and Real Property Records Index Books. The Index Books contain documents related to real property ownership, birth, death, and marriage records for the County of Los Angeles.

IT IS RECOMMENDED THAT THE BOARD:

Delegate authority to the RR/CC, or his designee to execute the attached Amendment Number Eight to Contract Number 77073 with Kofilte to increase the total Contract Sum under the Contract by \$200,000 for a new total Contract Sum of \$2,800,000 for additional repair and restoration services to the County's deteriorating Records Index Books.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to increase the Total Contract Sum by an additional \$200,000 from \$2,600,000 to \$2,800,000 to provide additional repair and restoration services to the County's Los Angeles City Birth Certificate Records from 1959.

The RR/CC is converting all hard copy vital records (many ranging fair to fair condition due to aging) to digital images. The digitized images provides better customer service because it reduces the time it takes for RR/CC staff to search and respond to customer requests from up to 20 days (to conduct a

manual search), to as quickly as a same day response (for a digital search). To that end the RR/CC's goal is to repair, restore and encapsulate all vital records (in a plastic mylar sleeve for protection purposes) to enable them to be scanned to create a digital image.

With our current funds, Kofile will be able to restore half of the 1959 Los Angeles City Births, totaling up to 30,100 birth certificates on file at the RR/CC. With the additional \$200,000, Kofile will be able to complete most, if not all of the entire year of City Births totaling 54,386.

Implementation of Strategic Plan Goals

This request supports the County Strategic Plan as follows:

Goal No. 1: Operational Effectiveness/Fiscal Sustainability: Maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services.

FISCAL IMPACT/FINANCING

There is no impact to net County cost. Kofile has agreed to maintain the prices of labor and materials set forth in the current Contract. Your Board's approval of the recommended action will increase the total Contract Sum from \$2,600,000 to \$2,800,000.

The RR/CC has identified additional funding from the Vital and Health Statistics Special Revenue Fund (SRF) and the Micrographics SRF to fund these additional services. The SRF's are funded by statutory fees assessed to customers on copies of Vital Records and other for the purpose of defraying costs of improving Vitals and Recorder services.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Your Board is authorized to approve this Amendment pursuant to Government Code Section 31000.

The RR/CC is required to maintain vital records pursuant to Section 27322.2 of the Government Code, and is responsible for recording and maintaining legal documents pertaining to real property ownership, birth, death, and marriage records for the County of Los Angeles which are stored in the County's Index Books.

Your Board adopted the original Contract 77073 with Kofile (formerly Brown's River Bindery, Inc.) on September 8, 2009. The contract term is for four years, with four one-year renewal options. The RR/CC is currently in the fourth one-year extension period expiring June 30, 2017 with six optional month-to-month extensions remaining. On March 17, 2015 increased the contract sum from \$2,200,000 to \$2,600,000 for additional services.

Kofile provides all labor, supplies, and support equipment required to perform the specified services.

The Chief Executive Office has reviewed and approved this Board Letter. County Counsel has reviewed and approved as to form the attached Amendment Number Eight.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The Honorable Board of Supervisors

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The RR/CC does not have the capabilities to perform repair and restoration services in-house. Approval of the recommended Amendment Eight will restore and repair most, if not all of Los Angeles City birth records from 1959 in FY 16-17. Without the additional funding, the services will be required to wait until FY 17-18.

The restored documents will allow them to be run through scanners to create digital images, which will allow RR/CC staff to respond to customer requests in a more efficient and effective manner.

CONCLUSION

Upon approval and execution of Amendment Number Eight, it is requested that the Executive Office/Clerk of the Board return one adopted stamped copy of the approved Board letter and two originally signed copies of the Agreement to:

County of Los Angeles
Department of Registrar-Recorder/County Clerk
Finance and Management Division
12400 Imperial Highway, Room 7201
Norwalk, CA 90650

Attention: Francisco Perez
Assistant Division Manager

Respectfully submitted,

A handwritten signature in black ink that reads "Dean C. Logan". The signature is written in a cursive, flowing style.

DEAN C. LOGAN
Registrar-Recorder/County Clerk

DCL:RF:FPAPL:DB
:CA

Enclosures

c: Chief Executive Officer
County Counsel

**AMENDMENT NUMBER EIGHT
TO AGREEMENT NUMBER 77073
BY AND BETWEEN COUNTY OF LOS ANGELES AND
KOFI TECHNOLOGIES, INC.**

This Amendment Number Eight ("Amendment Number Eight ") to Agreement Number 77073 (the "Agreement") is entered into as of this ____ day of _____, 2016, by and between the County of Los Angeles, a political subdivision of the State of California ("County"), and Kofile Technologies, Inc., a Delaware corporation formerly known as Kofile Preservation, Inc. ("Contractor"). County and Contractor are sometimes hereinafter referred to collectively as the "Parties" and each individually as a "Party."

WHEREAS, the Agreement was originally entered into and approved by the County Board of Supervisors on September 8, 2009;

WHEREAS, Under that certain Amendment Number One dated February 22, 2010, the business name changed from Brown's River Bindery, Inc. to Brown's River Marotti Company;

WHEREAS, Under that certain Amendment Number Two dated April 12, 2011, updated County's Administration information (Exhibit E) and added new County contracting provisions;

WHEREAS, Under that certain Amendment Number Three dated January 10, 2012, the Agreement was amended, among other things, to: (i) change the business name from Brown's River Marotti Company to Kofile Preservation, Inc.; (ii) update County's Administration information (Exhibit E);

WHEREAS, Under that certain Amendment Number Four dated June 19, 2013, the Agreement was amended, among other things, to: (i) exercise the first of four one-year renewal options and extend the term of the Agreement from July 1, 2013 through June 30, 2014; (ii) exercise Registrar-Recorder/County Clerk delegated authority to increase the contract amount by ten percent;

WHEREAS, Under that certain Amendment Number Five dated May 6, 2014, the Agreement was amended, among other things, to: (i) exercise the second of four one-year renewal options and extend the term of the Agreement from July 1, 2014 through June 30, 2015;

WHEREAS, Under that certain Amendment Number Six dated April 21, 2015, the Agreement was amended, among other things, to: (i) increase the total amount payable under this contract by Four Hundred Thousand Dollars (\$400,000) to bring it to a total of Two Million Six Hundred Thousand Dollars (\$2,600,000), and (ii) exercise the third of four one-year renewal options and extend the term of the Agreement from July 1, 2015 to June 30, 2016;

WHEREAS, Under that certain Amendment Number Seven dated June 29, 2016, the Agreement was amended, among other things, to: (i) acknowledge that the business

name was changed to Kofile Technologies, Inc., but is also authorized to do business in California in the name of Kofile Preservation, Inc.; (ii) require the RR/CC or designee to provide records in encapsulated pages, and a transmittal list or listing of all records in the specified shipment; and (iii) exercise the fourth of four one-year renewal options and extend the term of the Agreement from July 1, 2016 to June 30, 2017;

WHEREAS, the Parties wish to further extend the term for an additional year following the execution of this Amendment Number Seven;

NOW THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Agreement is hereby amended as follows

1. Paragraph 5.0 (CONTRACT SUM), paragraph 5.1 of the Agreement is hereby deleted in its entirety and shall be replaced with a new paragraph 5.1 to read as follows:

5.1 The total amount payable under this Contract is Two Million Eight Hundred Thousand Dollars (\$2,800,000), which includes an increase of Two Hundred Thousand Dollars (\$200,000) from the original amount (such amount is hereinafter referred to as the "Contract Sum") following the execution of this Amendment Number Eight.

Except as otherwise provided under this Amendment Number Eight the Agreement, including all preambles and recitals set forth herein and therein, shall remain unchanged and in full force and effect.

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**AMENDMENT NUMBER EIGHT
TO AGREEMENT NUMBER 77073
BY AND BETWEEN COUNTY OF LOS ANGELES AND
KOFIL PRESERVATION, INC.**

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number Eight to be subscribed on its behalf by the Registrar-Recorder/County Clerk or his/her designee and the Contractor has subscribed the same through its duly authorized officer as of the day, month, and year first above written. The person signing on behalf of Contractor warrant under penalty of perjury that he or she is authorized to bind the Contractor.

COUNTY OF LOS ANGELES

KOFIL TECHNOLOGIES, INC.

DEAN C. LOGAN
Registrar-Recorder/County Clerk

AUTHORIZED SIGNATURE

PRINT NAME

TITLE

TAXPAYER ID #

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By: LAURA CARINENA
Deputy County Counsel